



**THE WILLIAM R. SATZ PARENT SUPPORT GROUP**  
**EIN#: 043-695-686/000**  
**ADOPTED BYLAWS**

**ARTICLE I - NAME**

The name of this organization shall be "The William R. Satz Parent Support Group", hereafter referred to as the "PSG".

**ARTICLE II - MISSION STATEMENT**

Our School PSG shall strive to:

- a) Develop a closer connection between school and home by encouraging parent involvement.
- b) Enhance the educational experience by supporting academic and enrichment activities.
- c) Improve the environment at our school by providing volunteer and financial support.

**ARTICLE III - POLICIES**

Section 1 - The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 2 - This organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 - This organization shall not seek to direct the administrative activities of the school, or to control its policies.

Section 4 - This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.

Section 5 - All funds shall be kept in a checking account in the name of William R. Satz PSG, requiring two signatures of the Executive Board and held at a local financial institution.

Section 6 - The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

Section 7 - Reimbursement requests must be made within 90 days of the expenditure, otherwise the request will be denied.

Section 8 - No less than two individuals, as appointed by the President and/or Treasurer, may conduct ticket sales and/or money collection provided that two individuals are present during the transaction.

Section 9 - No monies shall leave the premises where the event is being held without the responsible individual and at least one Executive Board member counting and verifying the accounting of all funds. This requires the signature of a minimum of two individuals of which one must be an Executive Board member on the PSG Treasury Deposit Form.

Section 10 - Contract signing authority is limited to the President or the President's designee and Vice-Presidents. Vice Presidents are authorized to sign contracts or agent not exceeding \$1,000. Any contract exceeding \$1,000 must be signed by the President.

#### **ARTICLE IV - MEMBERSHIP & DUES**

Section 1 - Membership is open to the faculty of our School and all parents or guardians of children attending our School; there shall be one vote per membership, one membership per household, per year. The PSG shall conduct an annual enrollment of members, but may admit persons to membership at any time. To be eligible to vote for officers in the May election, membership dues must be paid by the April general meeting.

Section 2 - The Executive Board shall set the annual dues, which are payable to the PSG, through the treasurer.

Section 3 - Only members of the PSG who have paid dues and/or submitted a membership form for the current school year may participate in the business of the organization.

## ARTICLE V - FISCAL YEAR

The fiscal year of Our School PSG shall be from September 1<sup>st</sup> through August 31<sup>st</sup> of the following year.

## ARTICLE VI - OFFICERS AND THEIR ELECTION

### Section 1 -

- a) The officers of this organization shall consist of no more than two Presidents, two Vice-Presidents of Fundraising, Vice President of Membership, Corresponding Secretary, Recording Secretary and Treasurer.
- b) Open Executive Board positions shall be voted on annually in the month of May.
- c) Each position shall be voted for independently.
- d) The newly elected Executive Board members, with the exception of the Treasurer, shall assume their duties effective the first day following the last day of the school year and shall serve for a term of one year.
- e) A person shall not be eligible to serve more than three consecutive years in the same office unless there are no interested members choosing to run for the position then the current board member may choose to serve one additional year only, not to exceed four consecutive years.

### Section 2 -

- a) There shall be a Nominating Committee composed of at least five (5) members, two of whom are current Executive Board members, as selected by the Executive Board, two Appointed Board members and at least one of whom is a volunteer from the members at large.
- b) The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees at the March/April General Membership meeting. Members may run for office by completing a "PSG Executive Board Nomination Notice of Intent" form and submit no later than the last business day of the month of April.
- c) Nominations for all open Executive Board PSG positions will enter the "freeze date" following the deadline set forth. Nominees who meet the deadline will appear on the ballot and will be publicly announced. Nominees who come forward after the freeze date will receive no public announcement and may not be eligible for a position if all positions have been filled by at least one interested member.
- d) The consent of each nominee shall be secured before his/her name is presented.

- e) All nominations will be publically announced at the March/April meeting. Attendance at the March/April meeting is required to accept the nomination.
- f) Majority vote elects.
- g) The outgoing Executive Board and the newly elected officers shall have a combined meeting in May/June so as to provide an orderly transfer of responsibility.
- h) A nominating committee member who submits a self-nominating request to the committee or is recruited by the committee as a proposed candidate for the slate must recuse her/himself from serving on the committee and be replaced by an alternate.

Section 3 - A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, a Vice President (elected by the Executive Board) shall assume the duty for the remainder of the school year, or until the office is filled.

Section 4 - By a two-thirds (2/3) or majority vote (whichever is greater) of the entire Executive Board, an Executive Board member may be removed from office for failure to perform duties or improper conduct as determined by the remaining Executive Board.

Section 5 - By two-thirds (2/3) vote of the Executive Board, a general PSG member may be removed from membership for improper conduct as determined by the Executive Board.

## **ARTICLE VII - DUTIES OF EXECUTIVE BOARD MEMBERS**

### Section 1 - President(s) Duties

- a) Preside at all meetings of the PSG and shall coordinate the work of the officers and committees of the organization in order to promote the PSG's mission.
- b) Represent the school by attending other district meetings as needed.
- c) Present any new business.
- d) Be the official spokesperson for the organization.
- e) Act as custodian of all records of the organization.
- f) Recruit committee chairpersons.

- g) Facilitate the gifting process for the school.
- h) Prepare the “Back-To-School Packet” in advance of the new school year along with the Executive Board.
- i) Create and publish the annual PSG calendar by the first PSG meeting of the school year.
- j) Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- k) Have authority to sign contracts and write checks.
- l) Manage the recruitment of volunteers for the various PSG Appointed Board committees.
- m) Follow financial procedures set forth in the “Financial Procedures for The William R. Satz Parent Support Group”.
- n) Expected to attend monthly PSG meetings and present officer report.
- o) Deliver to the successor in office, all records in his/her possession by fiscal year end.

## Section 2 – 1<sup>st</sup> Vice President of Membership

- a) Recruit parents/guardians and faculty to join the PSG, collect membership dues, keep records of PSG members and administer PSG membership drives.
- b) Facilitate non-fundraising events.
- c) Keep updated list of all members and assist Corresponding Secretary with email or contact information.
- d) Responsible for attendance at every general meeting.
- e) Facilitates all membership raffles and drawings at general meetings.
- f) Follow financial procedures set forth in the “Financial Procedures for The William R. Satz Parent Support Group”.
- g) Expected to attend monthly PSG meetings and present officer report.
- h) Deliver to the successor in office, all records in his/her possession by fiscal year end.

### Section 3 – 2<sup>nd</sup> Vice Presidents Fundraising Duties

- a) Oversee the fundraising events throughout the fiscal year
- b) Determine new fundraising opportunities and present to the Executive Board for final approval
- c) Implement and recruit committee and project chairs to facilitate new fundraising opportunities
- d) Follow financial procedures set forth in the “Financial Procedures for The William R. Satz Parent Support Group”.
- e) Expected to attend monthly PSG meetings and present officer report.
- f) Deliver to the successor in office, all records in his/her possession by fiscal year end.

### Section 4 – Corresponding Secretary - Duties

- a) Conduct the general correspondence of the PSG as directed by the President(s) and Executive Board and report on any correspondence received at monthly PSG meetings.
- b) Maintain all PSG Executive and Appointed Board and general membership email address accounts.
- c) Email communications to all PSG members as directed by the President(s).
- d) Follow financial procedures set forth in the “Financial Procedures for The William R. Satz Parent Support Group”.
- e) Expected to attend monthly PSG meetings and present officer report.
- f) Deliver to the successor in office, all records in his/her possession by fiscal year end.

### Section 5 – Recording Secretary

- a) Record the minutes at the monthly PSG meetings.
- b) Finalize minutes, send to President(s) for comment/approval and post to the PSG website in a timely manner.

- c) Have a copy of the current bylaws available at all meetings.
- d) Keep the files of the recording documents belonging to the organization.
- e) Follow financial procedures set forth in the “Financial Procedures for The William R. Satz Parent Support Group”.
- f) Expected to attend monthly PSG meetings and present officer report.
- g) Deliver to the successor in office, all records in his/her possession by fiscal year end.

#### Section 6 - Treasurer - Duties

- a) Be custodian of all organization funds, keep an accurate record of receipts and expenditures and disperse funds on behalf of the PSG in accordance with the approved budget as authorized by the organization.
- b) Present a financial statement of accounts at all Executive Board Meetings and PSG monthly meetings.
- c) Prepare a year-end financial report by fiscal year end.
- d) Have authority to sign all checks. No blank checks will be given out. Requests for reimbursement must not be accepted unless accompanied by receipts.
- e) No sales tax will be reimbursed. Designated PSG members must have tax exempt identification number to present to vendors engaging in business with the PSG.
- f) Prepare federal tax forms as required by the IRS and submit by December 15 of each year. Renew the incorporation of the PSG each year as required by the State of New Jersey and other licenses (if applicable).
- g) Facilitate an annual audit of the financial records and practices during the summer of each year.
- h) Follow financial procedures set forth in the “Financial Procedures for The William R. Satz Parent Support Group”.
- i) Expected to attend monthly PSG meetings and present officer report.
- j) Deliver to the successor in office, all records in his/her possession by fiscal year end.

## ARTICLE VIII - EXECUTIVE BOARD

### Section 1 - Composition

The Executive Board shall consist of the officers of the organization, as listed previously. The members of the Executive Board shall serve until successors take office.

### Section 2 - Responsibility

- a) Develop a closer connection between school and home by encouraging parent involvement.
- b) Enhance the educational experience by supporting academic and enrichment activities.
- c) Improve the environment at our school by providing volunteer and financial support.

### Section 3 - Duties of the Executive Board shall be:

- a) To transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the organization.
- b) To create Appointed Board committees and approve the plans of such committees.
- c) To present a report at the general membership meeting of any action taken by the Executive Board.
- d) To appoint an auditing committee at the May general meeting to audit the Treasurer's accounts.
- e) To facilitate an annual audit of the treasurer's records after fiscal year end and before the first fall general membership meeting.
- f) To prepare an annual budget for membership approval.
- g) To approve routine bills within the limits of the budget.
- h) To approve expenditures outside the limits of the budget or unplanned expenditures.
- i) To fill vacancies of elected positions.
- j) To actively participate at PSG sponsored activities and fundraisers.



#### Section 4 - Executive Board Meetings

The Executive Board shall meet monthly prior to the general membership meeting. Special meetings may be called by the President or by a majority of the members of the board.

### **ARTICLE IX - Appointed Board & Special Committees**

The Appointed Board Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

Section 1 - The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the President monthly and at the general membership meetings as necessary. All are to follow financial procedures set forth in the "Financial Procedures for The William R. Satz Parent Support Group". All are to deliver to the successor in office, all records in his/her possession by fiscal year end.

#### Section 2 - Audit Committee

The treasurer's accounts shall be examined annually by an auditing committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report. An audit committee shall be appointed by the Executive Board at the May meeting. The audit committee shall not include any person with authority to sign PSG checks. The audit committee should complete its work before the books are passed on to the new treasurer. The audit committee must report its findings to the membership at the September PSG meeting to be adopted by majority vote of the members attending.

#### Section 3 - Gift Committee

The gift committee shall include the following members: the President(s), Treasurer, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents Fundraising, a member representing the 7<sup>th</sup> grade class, a member representing the 8<sup>th</sup> grade class and the Principal. The committee's primary responsibility will be to identify needs at the school which will enhance the educational experience of the students and make recommendations to the PSG to fund those items. The committee can be appointed at any time once adequate funding for gift consideration becomes available. A Letter of Intent will be sent to the Holmdel Board of Education outlining the approved PSG gifts to the school. Gifts will be purchased once the donation is accepted by the Board of Education.

## ARTICLE X - MEETINGS

### Section 1 - Frequency

- a) General membership meetings of the organization shall be held monthly during the school year or as designated by the Executive Board.
- b) The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.
- c) Meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order* where applicable and not in conflict with these bylaws.

### Section 2 - Quorum

- a) General Membership Meetings - Eight members shall constitute a quorum for the transaction of business at any general membership meeting.
- b) Executive Board Meetings - 4 Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

## ARTICLE XI - DISSOLUTION

### Section 1 - Procedure

- a) The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b) Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the general membership meeting.
- c) The committee shall submit a report at the next general membership meeting.
- d) A quorum for the purpose of dissolution shall be two-thirds (2/3) vote of the current year's total membership.

### Section 2 - Funds

The funds remaining in the treasury at the time of dissolution shall be submitted to the William R. Satz School Administration. These funds shall be earmarked for use at our School.

## ARTICLE XII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order".

## ARTICLE XIII - REVISION OF BYLAWS

### Section 1 - Revision Procedure

- a. The Executive Board may review the bylaws to determine revisions or changes.
- b. Bylaw revision or changes will be reviewed and approved by a two-thirds (2/3) majority vote of the Executive Board.
- c. Approved bylaw revisions or changes will be presented at the next general membership meeting following the adoption of those revisions or changes by the Executive Board.
- d. Amendments and/or revisions must be posted on the PSG parent website once adopted by the Executive Board within 7 business days of the adoption.

### Section 2 - Revision Schedule

- a. These bylaws will be reviewed annually by the Executive Board prior to the beginning of the upcoming school year.
- b. Any amendments passed by the Executive Board while the school year is not in session will be posted on the PSG parent website no later than the first day of the new school year with an announcement made at the first general membership meeting.

**The Executive Board approved these adopted Bylaws on March 16, 2014.**